

Flat Rock Middle School

ACADEMIC INTEGRITY POLICY



Implemented Spring 2024

I. Rationale

Scholars in the International Baccalaureate program follow the learner profile as the guiding principles of who they should be as both learners and global citizens. As such, it is Flat Rock's goal to support and produce students who embody the learner profile, who "act with integrity and honesty, with a strong sense of fairness and justice [...and] take responsibility for [their] actions and their consequences."

The objectives of this academic integrity policy are to:

- Define academic integrity and misconduct in the context of the MYP
- Define the roles and responsibilities for the principal, teachers, librarian, scholars, and guardians in preventing and stopping academic misconduct
- Provide guidelines to prevent misconduct by scholars
- Detail consequences established by the school and district for scholars found guilty of academic misconduct
- Provide guidance for students to uphold the learner profile attributes, with a focus on being principled

II. Definitions and Concepts

Academic Integrity	Defined by IB "as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment." (IB, 2019. pg 2).
Authenticity	work based on a scholar's own ideas, properly acknowledging others' authorship and ideas (as defined by the school for each grade level and the <i>Effective citing and referencing</i> IBO guide).

Intellectual Property	defined by the World Intellectual Property Organization as the “legal rights which result from intellectual activity in the industrial, scientific, literary and artistic fields” (WIPO, 2004).
Academic Misconduct	Defined as the “behavior that results in, or may result in the [scholar], or anyone else, gaining unfair advantage [...]” (IB, 2019. P.3).
Plagiarism	taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one’s own
Duplication	submitting the same piece of work for assessment in different courses within the program (exceptions may be made or clarified for interdisciplinary assignments)
Collusion	allowing individual work to be copied by another scholar or any form of promoting misconduct by another scholar. Defined by IB as occurring when “[scholar] uses fellow learners as an unattributed source” (FPIP, 2022, P. 77).
Cheating	“producing academic work through dishonesty or deceit” (WS/FCS, P.41).
Other	“any other behavior that gives an unfair advantage to a [scholar] or that affects the results of another [scholar] (falsifying data, misconduct during an examination, creating spurious reflections)” (FPIP, 2022, P. 95).

III. Responsibilities of Staff, Scholars, and Guardians

All staff, scholars, and guardians should be aware of the contents of this document, what constitutes as academic misconduct, and the consequences for such.

Guardians should speak with their scholars about the need for honesty and why ethical behavior is important in terms of their academic development.

Teachers should explain what this policy means to scholars in the specific terms of the work that they require/assign scholars to produce. They should speak with their scholars regularly during the drafting of work, when the student/teacher interaction is more collaborative rather than evaluative.

The MYP Coordinator should ensure that academic integrity and misconduct is explained to the staff, scholars, and guardians at relevant times, providing examples of both good and bad practice where possible. They should investigate any breaches of the standard in an open and fair way.

The Head of School is the authority in every case. They will judge the merits of any infraction and communicate a decision with reasons for their findings. They will explain and enforce the penalty they find appropriate for each situation.

Scholars and Guardians should recognize that the students are ultimately responsible for their own work and that the consequences of any breaches of the standard of academic integrity will be theirs alone. As long as scholars work to follow this policy, they will enjoy a great degree of personal academic freedom. When scholars violate the code, they voluntarily surrender their freedom and privileges and become subject to the school's and district's disciplinary policies. Scholars should speak to teachers and guardians regularly about their work and show drafts of it at various stages in the production process as directed. Scholars should ask teachers and guardians for advice, especially if they are, at any time, unsure of what they have or have not done or should do with regard to referencing sources and creating proper authenticity.

IV. Consequences

The principal, as Head of School, is the arbiter of any violation of the academic integrity policy. After determining that a scholar has participated in academic misconduct, the relevant teacher, in consultation with the principal, may apply one (or any combination) of the following sanctions that are in compliance with the consequences set out in the [*WS/FCS Code of Conduct, Support, and Character*](#):

1. Require the scholar to complete another assignment.
2. Assign a grade of F or zero for the assignment with no opportunity to make up the work.
3. Assign a grade penalty for the assignment.
4. Guardians will be contacted for any breaches of the academic honesty policy.
5. In an academic setting, from MYP to DP to Universities, academic honesty violations may lead to suspension or expulsion.

V. Expected Behaviors

The Flat Rock community shall agree that the academically honest scholar:

DOES

- Know what constitutes as academic integrity and upholds the requirements of this policy
- Acknowledge help from any person other than themselves
- Acknowledge the source of direct quotations
- Acknowledge information from all sources
- Report others who violate this policy to school staff

DOES NOT

- Use notes during a test unless explicitly allowed by the teacher
- Copy from another scholar during a test
- Copy a classmate's homework or classwork
- Hand in another's work as their own
- Complete assignments for a classmate
- Give a classmate their own work to copy
- Communicate with others during a test

VI. Instruction

Scholars will receive explicit instruction regarding academic integrity, citations, and best practices. Flat Rock Middle School will utilize MLA format throughout the MYP program in all subject areas. Scholars will be provided instruction in the use of the Media Center and the internet, basic note-taking skills, simple paraphrasing and adaptation of source materials, and proper MLA citation format.

MLA Format Examples:

Author. "Title." *Title of container (self contained if book)*, Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs and/or URL, DOI or permalink). *2nd container's title*, Other contributors, Version, Number, Publisher, Publication date, Location, Date of Access (if applicable).

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl. Accessed 28 Nov. 2023.

Last Name, First Name. *Title of Book*. City of Publication (only if published prior to 1900, has publishers in multiple countries, or is an unknown publisher in North America), Publisher, Publication Date.

VII. Review of the Policy

This academic integrity policy will be reviewed with the staff, scholars, and guardians at the beginning of each academic year to maintain its consistent enforcement. The School Improvement Team (including a PTA representative) and/or Flat Rock's IB Committee will review the policy yearly to make sure it is up to date.

- The policy was reviewed by ELA MCL, Media Coordinator, and IB Consultant Nov. 2023.
- The policy was approved by the School Improvement Team on February 6, 2024.

VIII. Sources

- *Academic honesty in the IB educational context* (2014)
- International Baccalaureate. 2019. *Academic Integrity*.
- World Intellectual Property Organization. 2013. Available in: <http://www.wipo.int>. Last access on January 25, 2014.
- "Chapter 1: The Concept of Intellectual Property" in *Intellectual Property Handbook: Policy, Law and Use*. World Intellectual Property Organization, 2004.
- *MYP: From Principles into practice*. 2022. International Baccalaureate Organization.
- *WS/FCS Code of Character, Conduct, and Support*. 2023-2024. WS/FCS.